

| | | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|-----------------------------------|--|---|--|-----------------------|--|-----------------------|-------------------|
| Digital Library | Consultation of digitalized items and microfilms | 9 a.m.–1 p.m. | 9 a.m. – 1 p.m. 1.30 p.m.-5.45 p.m. | | | 9 a.m.–1 p.m. | - |
| Inventories and Catalogues | Consultation of traditional catalogues and inventories | 8 a.m. – 5.45 p.m. | | | | 8 a.m.–2.45 p.m. | 8 a.m–1.45 p.m. |
| | Requests for material (maximum of 4 items) | Morning: 8.30, 10.00, 11.00, 12.00. Afternoon: 1.00. Reservations may be done by 4.45 p.m. for the following day. Reservations must be made by Friday, 10 a.m. for viewing on Saturday. Reservations must be made by Monday, Wednesday and Friday, 12 a.m. for items in the Land Registry (<i>Catasto</i>), except for digitalized maps which are in the Digital Library. | | | | | - |
| Library | Consultation of books | 8.30 a.m. – 2 p.m. | 8.30 a.m.– 5.45 p.m. | 8.30 a.m. – 2 p.m. | 8.30 a.m.– 5.45 p.m. | 8.30 a.m.– 2 p.m. | - |
| | Reservations can be made for Saturday viewing | | | | | | |
| Reading Room | Consultation of books requested from the Library | - | - | - | - | - | 8 a.m.- 1.45 p.m. |
| | Consultation of Archival Items | 8 a.m.–5.45 p.m. | 8 a.m.–5.45 p.m. | 8 a.m.–5.45 p.m. | 8 a.m.–5.45 p.m. | 8 a.m.–2.45 p.m. | 8 a.m.- 1.45 p.m. |
| | Self-service photography | 9 a.m. – 5 p.m. | | | | 9 a.m. – 1 p.m. | |
| Photocopy Room | Photocopies | - | - | - | 9 a.m. – 1 p.m. 1.30 p.m.–5 p.m. | - | - |
| Payments Desk | Payments | 9 a.m. – 1 p.m. ; 2 p.m. – 5 p.m. | | | | 9 a.m. – 1 p.m. | |
| Administrative office | | 8.30am – 1.30pm | 8.30 a.m.–1.30 p.m.; 2 p.m.-4.30 p.m. | 8.30 a.m. – 1.30 p.m. | 8.30 a.m.–1.30 p.m.; 2 p.m.-4.30 p.m. | 8.30 a.m. – 1.30 p.m. | - |